

## COURSE SYLLABUS

COURSE TITLE: ELD 044

CLASS SECTION: 001

TERM: Winter 2024

DELIVERY METHOD(S): Face to face/synchronous and independent learning/asynchronous

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.



Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Leigh Sunderland

EMAIL: [sunderlandl@camosun.bc.ca](mailto:sunderlandl@camosun.bc.ca)

OFFICE: CBA 137

HOURS: Monday – Thursday

Office hours by appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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ELD-044 English Essentials 1 Listen/Speak

In this integrated skills course, non-native speakers are introduced to essential listening and speaking skills using an expanding range of vocabulary in mostly familiar, non-demanding, sometimes supported contexts. Students can expect to progress from Canadian Language Benchmark 4 to 5. By the end of this course, students will be working at Canadian Language Benchmark 5.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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### **Listening**

- Respond to simple formal and informal relatively short communication on common topics, spoken at a slow to normal rate with some support in non-demanding contexts.
  1. Understand short social exchanges containing greetings, leave-taking, introductions, casual small talk, preferences, offers, and invitations.
  2. Understand common instructions and directions.
  3. Understand short communication intended to influence or persuade (such as advice, opinions, or suggestions).
  4. Understand the main ideas, factual details, and some implied meanings in descriptive or narrative communication.
  5. Understand short phone messages.

### **Speaking**

- Orally communicate information about common activities, experiences, wants and needs with some support in non-demanding contexts.
  1. Open and close conversations, introduce self and other people, and make small talk.
  2. Express problems with understanding and ask for repetition and clarification.
  3. Participate in very short, simple phone calls.
  4. Give simple instructions or directions.
  5. Make and respond to a range of requests and offers (such as assistance, permission, suggestions, or advice).
  6. Ask for and give information about needs, preferences, and feelings.
  7. Describe experiences, series of events, and plans.

To complete 044, students must get a mark of S (Satisfactory) on the outcomes in each skill area (listening and speaking). There will also be in-class quizzes, and the results will be considered in the overall assessment.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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- (a) Q Skills for Success Listening and Speaking 2 3e
- (b) Headset and recording device

## COURSE CLASS SCHEDULE,

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Day	Time	Place
Monday	8:30 – 10:20	CBA 142
Tuesday	8:30-10:20	CBA 142
Wednesday	8:30-10:20	CBA 144
Thursday	8:30-10:20	CBA 142

## IMPORTANT DATES

Course: January 8 – April 19

Course Add/Drop January 14

Family Day and Reading Break February 19 – 23: college closed

Good Friday and Easter Monday March 29, April 1<sup>st</sup>: college closed

<https://camosun.ca/dates>

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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### Competency Based Grading System

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.

## ACADEMIC PROGRESS Requirements

### Progress

If a full-time student (20 hours + 5 hours of lab per week) does not progress in the first attempt of a level, s/he will talk with the instructor to find ways for the student to succeed. This may include counselling, getting help from the learning skills centre, a different program or institution.

If the full-time student does not progress in the second attempt at the same level, the programme chair will meet with the student.

## COURSE GUIDELINES & EXPECTATIONS

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### Attendance

Students are expected to attend class every day, participate in class discussions and group activities, complete assignments, and homework.

*If you cannot come the day of a test because you are sick, you **MUST** phone or email the instructor before the class starts.*

*Makeup tests will only be considered with a valid excuse and with sufficient notification.*

It is each student's responsibility to attend the first class meeting of each course. If a student does not attend the first class and does not contact the instructor, an ELDD instructional assistant or an international education advisor within two working days

following the first class with a satisfactory explanation, admittance to the course may be denied.

If a student does not attend classes and does not officially withdraw (via Camlink or Student Services) prior to fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid and may receive an IP grade.

During the term, if a student misses one week of class without official documentation, there will be a meeting with the instructor to resolve the problem. If no resolution can be made, then the student will meet with the Chair of the department who may recommend the following:

- attend Help Centre
- counselling
- program changes
- withdrawal
- discussion with an academic or an International Student Advisor (where appropriate)

At the end of term, if a student has missed 50% of class after having received departmental support, a letter will be sent to the student's local and permanent address regarding the absence. A student with an attendance problem may not be allowed to register for the following term.

Students in any level who are receiving funding for their courses are expected to attend classes regularly. If the student is unable to attend classes, s/he is expected to contact the instructor(s). Official documentation for the absences is expected.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### Mission

The School of Access offers students educational opportunities. We support and strengthen students' abilities to enrich their lives and communities.

### Vision

The students and communities we serve are at the centre of our work and they know it.

### Shared Values

We value, celebrate, and honour:

- inclusive and accessible learning
- relationship, respect and dignity
- diversity and individual journeys
- integrity, quality and responsibility
- innovation, creativity, collaboration and relevance
- grace and compassion.

## Goals

- Educate others across the college and in the community about what we do through students' stories
- Support students to achieve their goals by expanding our network of strategic contacts and building government and corporate partnerships
- Find ways to best transition students to campus from community agencies and partner sites
- Link vulnerable students to community services
- Protect established relationships and value serving our community, even when enrolments move slightly in either direction
- Create opportunities for community partners to come on campus to talk with students and acknowledge them as contributing to Camosun

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the college community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

In ELD, Students are responsible for

- attending classes regularly (see “Attendance” below)
- speaking English during class time
- participating in discussions and small group activities
- doing assigned homework and class work
- contributing to a positive learning environment
- turning off cell phones
- contacting IAs from the Help Centre for extra help

All students are strongly encouraged to use the Help Centre in CBA 160.

## Attendance

See above

### SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit

<http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses

during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.



## Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

## Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

## Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

## Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

## Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them.

For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.